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**CAREER OPPORTUNITY  
UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA**

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ANNOUNCEMENT NO:  
POSITION TITLE  
DUTY STATION:

**05-01  
INTAKE CLERK  
New Albany, Indiana**

DATE: January 28, 2005  
ADDRESS APPLICATIONS TO:  
U. S. Bankruptcy Court  
Southern District of Indiana  
P. O. Box 44978  
Indianapolis, Indiana 46244  
ATTN: Personnel Specialist

CLOSING DATE FOR RECEIPT  
OF APPLICATIONS: **February 11, 2005**

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**NOTICE OF VACANCY**

**DUTIES AND RESPONSIBILITIES:** An Intake Clerk is a front office employee who receives and checks incoming documents for conformity with federal and local rules. Major duties include, but are not limited to: intake, telephones, initial case processing and operations support. Main responsibilities are processing incoming documents, acting as office cashier to collect appropriate fees and providing other assistance to court customers. Additional duties include: providing support in processing new cases in accordance with court procedures using the help of various automated systems, processing mail, fulfilling copy requests and performing records management tasks. Incumbent will act as receptionist furnishing information to a wide variety of people within and outside of the court.

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CONTINGENCY PROMOTION POTENTIAL	Q U A L I F I C A T I O N S				SALARY RANGE		
	EXPERIENCE				PER ANNUM		
	EDUCATION	GENERAL	SPECIALIZED	(IN-LEVEL STEPS)			
	<u>COURT PERSONNEL SYSTEM</u>						
					<u>MINIMUM</u>	<u>STEP 25</u>	<u>MAXIMUM</u>
CPS LEVEL 22	HIGH SCHOOL	2	0		\$22,046	\$27,569	\$35,854
CPS LEVEL 23	GRADUATE OR	2	1		\$27,312	\$34,149	\$44,405
CPS LEVEL 24	EQUIVALENT	2	2		\$30,258	\$37,819	\$49,161

For placement at salary levels above minimum up to and including step 25, additional specialized experience is required, considering competitive factors and an evaluation of quality of experience.

**GENERAL EXPERIENCE:** Progressively responsible administrative, clerical, office or other work which indicates the possession of office procedures such as filing, telephone usage, typing, record keeping, sorting and distributing mail.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures, routine use of keyboard skills and use of specialized legal terminology and demonstrated ability to apply a body of rules, regulations, directives or laws. Specialized experience includes a broad knowledge of the local rules and procedures concerning the cases and related documents filed under the Bankruptcy Code. A knowledge of WordPerfect, Adobe Acrobat, Internet browsers and use of scanning equipment is desirable. Experience most applicable will have been obtained in a court setting, law office, bank institution or credit firm.

**EDUCATIONAL SUBSTITUTIONS:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

**PERSONAL CHARACTERISTICS:** As the initial contact of the Bankruptcy Clerk's Office, possession of a professional appearance and demeanor is essential. Being a team player and being flexible in a changing environment are essential characteristics. Attention to detail is critical. Applicant must be a hard-working person, capable and willing to handling priorities in a fast-paced environment. Adaptability to changing responsibilities and varying approaches to processing the work is important. Applicant must be able to communicate effectively with the general public, attorneys and court personnel.

(Over for additional information)

The United States Bankruptcy Court offers benefits to full-time employees which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (depends on length of federal service)
- Paid sick leave
- Medical and life insurance options
- Thrift savings (retirement) plan with Government matching contributions
- Credit union participation
- Flexible spending accounts for child/dependant care and medical expenses
- Mass transportation subsidy
- Long-term care insurance.

The United States Bankruptcy Court is part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave accrual, health benefits, life insurance benefits and retirement benefits, employees of the U. S. Bankruptcy Court have EXCEPTED service appointments. They are at-will employees appointed by the Clerk of the Court, and can be terminated with or without cause by the Court. The incumbent selected for the vacancy will receive on-the-job training and must serve a probationary period of not less than six months. Progress will be assessed at the end of each six-month interval until learning all aspects of the total job, after which annual performance reviews will be conducted.

The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. Due to the anticipated number of applications, the Clerk only will communicate with the best qualified applicants who are invited for a personal interview at which time they will be subject to a knowledge/skills/abilities assessment. Final candidates may be subject to a criminal background check. The Federal Financial Management Reform Act of 1994 mandates that net salary payments be transferred electronically [direct deposit].

Web site Address: [WWW.INSB.USCOURTS.GOV](http://WWW.INSB.USCOURTS.GOV)

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER**